"बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी. 2-22-छत्तीसगढ़ गजट/38 सि. से. भिलाई, दिनांक 30-5-2001."

पंजीयन क्रमांक "छत्तीसगढ़/दुर्ग/09/2010-2012."



# छत्तीसगढ़ राजपत्र

## (असाधारण)

## प्राधिकार से प्रकाशित

क्रमांक 9 ] रायपुर, गुरुवार, दिनांक 10 जनवरी 2013—पौष 20, शक 1934

HIGH COURT OF CHHATTISGARH, BILASPUR

Bilaspur, the 7th January 2013

### CHHATTISGARH HIGH COURT (APPOINTMENT AND CONDITIONS OF SERVICE OF COURT MANAGERS) (CHHATTISGARH) RULES 2012

No. 190/R.G./2013.—In exercise of powers conferred by Article 229 (1) and (2) of the Constitution of India and all other powers enabling him, Hon'ble the Chief Justice of the High Court of Chhattisgarh is pleased to make the following Rules in relation to the Chhattisgarh High Court (Appointment & Conditions of Service of Court Managers) (Chhattisgarh) Rules 2012.

(1) **Short title and Commencement :—**

(i) The Rules may be called the Chhattisgarh High Court (Appointment and Conditions of Service of Court Managers) (Chhattisgarh) Rules 2012 and applicable to the holders of the temporary post of Court Manager created and sanctioned by the Government of Chhattisgarh under the 13th Finance Commission Grant-in-aid Scheme.

(ii) The Rules shall come into force from the date of its notification.

(2) **Definitions :—** In these Rules, unless the context otherwise requires :-

(a) "Appointing Authority" means the Chief Justice of the High Court.

(b) "Chief Justice" means the Chief Justice of the High Court.

(c) "Court Manager" means a person appointed under these Rules.

(d) "District Court" means the Subordinate Courts in various civil districts in the State of Chhattisgarh under the jurisdiction of the Chhattisgarh High Court.

(e) "District and Sessions Judge" means a Judicial Officer who holds the post of the District and Sessions Judge in a District Court.

(f) "Government" means the Government of Chhattisgarh.

(g) "High Court" means the Chhattisgarh High Court.

(h) "Civil District'' means the territorial area over which a District Court exercises jurisdiction.

(i) "Selection Committee' means the Committee constituted by the Chief Justice for selection to the post of Court Manager.

(j) "State" means the State of Chhattisgarh.

(k) "Registrar General" means Registrar General of the High Court.

(3) **Appointment of Court Managers :—**

(i) There shall be 2 (two) Court Managers for the High Court and one Court Manager for every District Court in the Civil Districts in the State.

(ii) The posts of Court Managers are tenure posts, created under the award of 13th Finance Commission and co-terminus with the period of operation of the 13th Finance Commission's Award.

(iii) Appointment to the posts of Court Manager shall be made by direct recruitment, conducted by the Chhattisgarh High Court, in the manner to be notified in the advertisement, as and when, published.

(iv) The appointment is on full time basis and during the terms of appointment, the Court Manager will not be entitled to take up any other employment, even on part time basis.

(v) The appointment will not confer any right on the person appointed for regularization of service as Court Manager' or in any other posts in the Chhattisgarh High Court service or in any other Court.

(4) **Qualification :—** No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he/she possesses the following qualifications:

(i) A Bachelor Degree with Masters in Business Administration or Advanced Diploma in General Management from a UGC recognized University or Institution in India.

(ii) 5(five) years experience/training in systems and process management or 5(five) years experience/ training in I.T. Systems Management/Human Resources management/Financial Management.

(iii) Excellent communication skills in Hindi, English and official languages of the State of Chhattisgarh.

(iv) Excellent Social skills.

(v) Excellent computer application skills and

(vi) Preference will be given to Candidates having qualification and experience in the field of Law.

(5) **Age :—** Between 25(twenty-five) to 35(thirty-five) years as on the last date fixed for receipt of applications. The upper age limit for candidates belonging to Scheduled Castes and Scheduled Tribes of the State of Chhattisgarh as per circular issued by State Government of Chhattisgarh from time to time.

(6) **Recruitment :—**

(1) The Chief Justice of the High Court shall be the appointing authority.

(2) The Selection Committee shall prepare the list of selected candidates in the order of merit after holding appropriate examination. The names of selected candidates shall be recommended to the Chief Justice for appointment.

**Explanation :** It will be open to the selection committee to select the candidates on the basis of written examination and interview or on the basis of interview only.

(3). The person selected by the Selection Committee shall not be appointed—

(i) Unless he/she is of good character and is in all respect suitable for appointment to the service; and

(ii) Unless he/she is certified by the medical authority specified by the High Court that he/she is medically fit to' discharge the duties of the post for which he/she is selected.

(7) **Tenure :—**

(i) All appointments to the post of Court Manager shall be purely on contract basis, which can be terminated at any time without any prior notice.

(ii) The tenure of service may be for the plan period of 13th Finance Commission, i.e. 31-03-2015.

(8) **Relinquishing Service :—**

(i) In case the Court Manager absents himself from duty continuously for 15 days or more without any information or prior sanction of leave, it shall be deemed that the Court Manager has left or relinquished/ abandoned the service.

(9) **Staff of Court Manager :—**

(i) The staff of the Court Manager may comprise of one Stenographer, one Clerk and one Peon.

(ii) The staff will be appointed temporarily on contractual basis by the Chief Justice in the High Court and by the District Judge in the district court on fixed salary of Rs. 10,000/- per month to the Stenographers, Rs. 9000/- per to the Clerks and Rs. 7000/- to the Peon without any special pay and allowances.

(iii) The service of staff of Court Manager may be terminated at any time by the Chief Justice or the District Judge after giving one month notice or payment of one month salary in advance.

(iv) Staff of the Court Manager may also resign from service after giving one month notice or payment of one month salary in advance.

(10) **Leave :—**

(i) The Court Manager will be allowed 14 days leave other than weekly and national holidays in a year. The Court Manager shall not be entitled to avail winter and summer vacation.

(11) **Duties and Responsibilities :—**

A. (I) The Court Manager shall assist the Registrar General and other Registrars and Officers of the High Court and the District Courts in the respective Civil Districts, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.

(II) While performing such function, the Court Manager shall work under the control of the Registrar General in case of appointment in the High Court or of a District and Sessions Judge in case of appointment in a District Court, as the case may be.

(III) The incumbent appointed as Court Manager shall maintain professional secrecy and shall not divulge any Information which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.

(IV) The Court Manager, apart from any other work that may be assigned to him/her by the Registrar General or District & Sessions Judge, may be entrusted with the following responsibilities.-

B. **Policies and Standards :—**

(I) Based on applicable directives of Superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency, quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management),

(II) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliances; maintain such an evaluation on a current basis through annual updates.

C. **Planning :—**

(I) In consultation with the stakeholders of a court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year Count wise Court Development Plan (CDP);

(II) Monitor the Implementation of the CDP and report to superior authorities on progress.

D. **Information and Statistics :—**

(I) Ensure that statistics on all aspects of functioning of the Court are complied and reported accurately and promptly in accordance with systems established by the High Court.

(II) Ensure that reports on statistics are duly completed and provided as required;

E. **Court Management :—** Ensure that the processes and procedures of the Court (including for filing, certified copies, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully complied with the policies and standards established by the High Court for Court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.

(**Note :** standard systems for Court management should be developed at the High Court level).

F. **Case Management :—** Ensure that case management systems are fully complied with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in term of quality, efficiency and timeliness, costs to litigants and to the State.

(**Note:** standard systems for Court management should be developed at the High Court level).

G. **Responsiveness Management-Access to Justice-Legal Aid and User Friendliness :—** Ensure that the Court meets standards established by the High Court on access to justice, Legal Aid and ADR methods and user friendliness.

H. **Quality Management :—** Ensure that all directions issued by the High Court from time-to-time are complied with.

I. **Human Resource Management :—** Ensure that Human Resource Management of Ministerial Staff in the Court comply with the Human Resource Management standards established by the High Court.

J. **Core Systems Management :—** Ensure that the core systems of the Court are established and function effectively (documentation management; utilities management; Infrastructure and facilities management; financial systems management) (Audits; accounts; payments) in co-ordination with PDJ.

K. **IT Systems Management :—**

(1) Ensure that the IT systems of the Court comply with standards established by the High Court and are fully functional.

(2) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the Courts, as and when it is set up.

(12) **Pay &/Allowances :—** A Court Manager shall be entitled to a consolidated pay of Rs.50, *OOO/-(Rupees* fifty thousand) per month, with increase of 10% after 12(twelve) months of continuous service.

(13) **Transfer :—**

(I) The post of Court Manager shall be transferable throughout the State of Chhattisgarh.

(II) The appointing authority shall have the prerogative to transfer a Court Manager from one place to another, at any time.

(III) The Court Managers may be transferred from one district court to another or from High Court to Subordinate District Court or vice versa by the Chief Justice or any other Judge nominated by the Chief Justice.

(14) **Lien :—** The holder of the post of Court Manager cannot claim lien over any of the posts in any service including the High Court Services.

(15) **Reservation :—** The reservation policy as applicable to the High Court service under the Chhattisgarh High Court (Appointment, Conditions of Service & Condition) Rules, 2003 shall be applicable.

(16) **Training :—** Every person appointed to the post of Court Manager shall undergo training as may be prescribed by the High Court from time to time.

(17) **Residuary Provision :—** Any other matter which is not specifically provided herein shall be within the absolute discretion of the Chief Justice.

Sd/-

**(Arvind Shrivastava)**
Registrar General.

संचालक, मुद्रण तथा लेखन सामग्री, छत्तीसगढ़ द्वारा शासकीय क्षेत्रीय मुद्रणालय, राजनांदगांव से मुद्रित तथा प्रकाशित—2013.